

Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: Kodiak Island Borough School District
Name of Project: Learning Café
Reporting Period: Second Quarter through December 31, 2008
Contact Person: Bill Watkins and Dawnn Catt
Contact Number: 907 481 2510 Email Address: bwatkins01@kodiakschools.org
Expenditures to date:

Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.

Signed by: Dawnn Catt Dated 22 January 2009

1. In a few sentences, please describe the scope of your project:

We are focusing our efforts to re-connect the overage and under credit student to an education that is meaningful and applicable to a future beyond high school. Our number one goal is to seek out the drop outs and potential drop outs and give them the necessary skills to be productive citizens.

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

Finding a facility to house the Kodiak Career Center has been a challenge. We started the program operating out of a very small office located in the high school as we searched and searched for available space downtown. On October 24th we finally began our move to a new site located down town next to job services. We'll be occupying a space in a building that is currently under renovation and should be completed by December. Although our leased space is not yet finished, the office space we are occupying (temporarily) is finished. We expect our enrollment will double (from 20 to 40 students) once we have a permanent location that our students can call home.

On November 5th through November 7th, 2008 one member of the KCC staff provided career outlook education to students at the Kodiak Middle School. During the lesson students completed

the AKCIS Interest Inventory and a Career Clusters Interest Survey. The KCC representative also discussed post-secondary opportunities and responsibilities such as choosing a job and a place to live. Using a worksheet designed by KCC staff, the students were asked to choose a job from the *Hot Jobs in Alaska* booklet and determine whether the income from that job could cover the expenses of the chosen living situation. A survey was delivered to the Middle School students after the classroom visit. A total of 79 students completed the post-visit survey. 65 % of the students surveyed indicated that they had an interest in a specific career before the career outlook training. Some of the careers that the students mentioned included firefighting, carpentry, nursing, culinary arts, architecture, veterinary science, and teaching. Among the students who indicated that they did not have a specific career interest, many students found the Career Clusters Interest Survey and the post-secondary planning worksheet most useful.

The two KCC Project Specialists attended the KIBSD's Reinventing Rural Schools Initiative on November 10th – 11th. Many post-secondary opportunities were discussed including partnerships with Kodiak College and the Kodiak Island Housing Authority. Many of the Initiative's attendees expressed the need for improved post-secondary education within the regular course work of rural students. The KCC continues to develop culturally-aware post-secondary activities to be delivered to rural sites during monthly visits. The KCC's attendance at the Rural Schools Initiative is evidence of the strong partnerships that the KCC staff is creating to serve young adults in the Kodiak community. On a weekly basis, members of the KCC staff regularly meet with agencies such as Kodiak Island Housing Authority, Kodiak College, Alaska Native support groups, and KIBSD's Learning Center to discuss the status of young adults in the Kodiak community who face a lack of resources.

On November 19th all members of the KCC staff spoke to Kodiak's Morning Rotary to recruit employers to host Job Shadowing opportunities for Kodiak's young adults (see attached). Many Rotarians offered their support for the program. We will continue to be in contact with members of the Rotary Club once we find a young adult who expresses an interest in Job Shadowing at one of the organizations represented at the Rotary meeting.

In December the KCC began planning the Kodiak Island Borough School District's College and Career Fair. The Fair is scheduled for January 30th and 31st, 2009. The KCC joined the Kodiak High School counseling office, the Kodiak Job Center, and KIBSD's Rural Schools office to contact presenters and invite them to the Fair. The KCC was responsible for the creation and distribution of student materials for the Fair including a student schedule and a brochure (see attached).

Throughout the Fall Semester the KCC continued to connect young adults with GED Test Preparation and completion through a partnership with Kodiak College's Adult Basic Education program. Together, the KCC and Kodiak College designed a referral and contract procedure for students who were interested in the earning a GED. The referral and contract procedure was designed to ensure student success in their transition to post-secondary life. By the end of the Fall Semester the KCC had connected eight students to the GED program Kodiak College. The KCC connected a total of eight students with GED Test Preparation courses at Kodiak College. These students continue to work with the Kodiak College staff to prepare for and take the GED test.

The KCC continues to create high school credit recovery programs for individual students on a case-by-case basis. Using WorkKeys, correspondence courses, and employability training the KCC has designed unique learning plan for several Kodiak young adults. The individual learning plans have connected young adults with direct experience at businesses and institutions in the Kodiak community including the Kodiak Daily Mirror, Providence Kodiak Island Medical Center, Pet Central, and Arctic Physical Therapy.

In addition, our staff visited with students in two different villages to share information about careers and employability skills for specific types of careers. A few of our village students have expressed an interest in pursuing opportunities at AVTEC and Job Corp and a few others are interested in apprenticeship opportunities directly related to construction. Our staff work with each student to identify their interests, assess their skills, and connect them to an employment opportunity that matches their interests and skills and/or an education opportunity to help them learn the skills necessary to be employed in the career they are interested in pursuing (see attached).

One of the goals of the grant was to have 900 students/clients end the 2008-09 school year with a career profile/portfolio. We are working directly with Kodiak High School to implement career advisory lessons during the advisory periods. Over 800 students/clients and all 52 teachers have been introduced to the career pathway model and the student career path template that will be completed by the end of this year.

Recently, we began discussing plans for introducing both our village students and students in town to careers in construction. We are working with the director of Rural Schools on a plan to build/assemble sheds and greenhouses to be sold in Kodiak. Currently, we are planning on offering intensive week long workshop experiences to teach basic carpentry skills for the many students who are interested in carpentry/construction as a career. The students will learn how to read blue prints, how to lay out the project, and apply the skills (math included) necessary to construct a small building. Our goal is to have a minimum of four sheds/greenhouses built this year.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

1. Schedule students for regular employability training workshops at the new "store-front" location.
2. Project Specialist and Job Services coordinator continue monthly visits to the villages.
3. Facilitate the Kodiak College and Career Fair – Jan. 30 – 31.
4. Plan a special celebration/graduation for the students who have earned a bronze, silver or gold Work Keys certificate and for the students who have recently earned their GED.
5. Monthly and weekly meetings with all stakeholders/partners to discuss success and challenges and recommend solutions for the challenges facing Kodiak's young adults.
6. Continue recruitment of students in the Kodiak Community through advertisements and direct mailings (see attached).

4. a. How many are in your training program during this reporting period?
 We currently have 23 students enrolled in the program.
- b. How many people have been trained and/or certified to date from this grant?
 We have only been in operation since September, therefore we have no students who have completed training or certification at this time. We do have several students who have been connected to the GED program at Kodiak college and have been hired as employees in our community. A few students who have signed on with the GED program at Kodiak College have passed the exam and are now pursuing apprenticeship opportunities, AVTEC, Job Corp, or College.
 (Please complete form below.)

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

1. We have not hired the Tagalog Community Liaison due to a lack of qualified candidates and the fact that we do not have the space to increase our existing staff. However, we do have community "Tagalog" volunteers who are working with us to do community outreach by advertising our program in the community (at the canneries and other places where a majority of our Filipino families are employed). Therefore, we over budgeted our personnel costs. However, under budgeted our facility costs. Leased space costs approximately \$2.00 to \$2.20 per square foot. We need a minimum of 1400 square feet to operate a program that will house 20 to 40 clients/students at any given time.

The space needs offices separate from a common work space (with computers) for our clients. In addition, we cannot lease a space for less than 2 years (many lessors are asking for a 3 to 5 year lease). Our current lease agreement will be \$2950 per month through June 30, 2010. We budgeted approximately \$14,000 (annually) for leased space. In reality we need \$35,400 annually. Our increased student enrollment will sustain the program beyond the two year commitment to the lease – the program will eventually pay for itself. Currently, we will be over budget for our facility costs and could be over budget for our personnel costs if and when we hire the Tagalog Community Liaison position. In addition we would like to pay certified teachers to teach career tech courses (beyond their instructional day) for the students enrolled in the KCC. Currently we are paying approximately \$14,000 for our Welding teacher to teach one section of welding beyond his instructional day.

2. We are transferring some funds from the Travel (specifically lodging) to help pay for the facility cost. The staff has agreed to sleep on the floor in the school buildings when possible.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

We will continue to use the Work Keys assessment and the Win curriculum to monitor skill level and understanding. Our goal is to have all our clients earn a silver or gold certificate.

8. Please identify areas that we can assist you in the future.

We would like to continue the practice of hiring certified teachers to teach career tech classes such as welding, carpentry, business applications, graphic design, computer assisted drafting, culinary arts, automotive technology, during after school hours. The one welding class we are currently offering is a huge success and we have filled the class with the maximum number of students – 18. Expanding this practice would require approximately \$70,000 in additional funding to pay a \$7,000 Stipend (TEA) to teach 5 different career tech courses, each semester (a total of 10 career tech courses annually). Again, once the Career Classes begin and operation of the program is functioning as after school/evening classes under the umbrella of the Kodiak Career Center, the increased enrollment will sustain the program for years to come. The Kodiak Career Center would have full use of the Vocational classrooms at Kodiak High School to operate as a separate entity.